



TOM TINDALL
Director

County of Los Angeles INTERNAL SERVICES DEPARTMENT

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"To enrich lives through effective and caring service"

December 11, 2012

To: Each Supervisor

From: Tom Tindall
Director

Subject: **TEMPORARY CHANGE OF OPERATING HOURS FOR VEHICLE
SERVICES AT KENNETH HAHN HALL OF ADMINISTRATION
AUTOMOTIVE GARAGE**

The ISD automotive services garage located at the Kenneth Hahn Hall of Administration will temporarily operate on a different schedule from Monday, December 24, 2012 through Monday, December 31, 2012. During this time period, the operating hours will be from 7:00 a.m. to 5:00 p.m.

ISD staff will be available during these hours to provide vehicle and maintenance services for Mall Serviced Vehicles, access to pool vehicles and paid personal car wash services. After hour assistance will also still be available during the temporary change in operating hours. To obtain after hour assistance, simply call the garage office phone at (213) 974-9465 and your call will be forwarded to staff cell phones.

The Mall Garage will return to regular operating hours of 6:00 a.m. to 8:00 p.m. on Wednesday, January 2, 2013.

Please feel free to contact me should you have any questions. Additionally, your staff may contact Marie Nunez at (323) 267-2492 or mnunez@isd.lacounty.gov.

TT:MN:lc

c: ISD Board Deputies
Executive Office of the Board
Department Heads